

M

2 January 1951

The Honorable Thomas D. Quinn  
Municipal Court for the District  
of Columbia  
Fifth and E Streets, N. W.  
Washington, D. C.

Dear Judge Quinn:

STATINTL

[REDACTED] an employee of this Agency, has been summoned for jury duty in the Municipal Court for the District of Columbia (Criminal Division), on 2 January 1951.

It is the stated policy of this Agency to encourage jury service wherever possible as a civic responsibility and to request postponement only in those instances where it is determined that the absence of the individual from his duties will substantially hamper the operations or commitments of the Agency.

The assurance of [REDACTED] continued availability at this time is of vital concern to the Agency. Her absence now would not be without serious consequences for there is no qualified alternate to act in her stead.

STATINTL

STATINTL

Although we are reluctant to request a postponement of jury duty for [REDACTED] it is our considered judgment that her absence would affect the ability of this Agency to fulfill existing commitments.

STATINTL

We therefore respectfully request a postponement of jury duty for [REDACTED]

Sincerely yours,

STATINTL

STATINTL

[REDACTED]  
Acting Deputy Director  
for Administration

cc: ✓ Subject  
Chrono  
Signing Official  
Central Records